

Submitting Reports in WebGrants Guide

Purpose

This document provides step-by-step instructions for submitting required grant reports for the Public Health Equity Grant through the WebGrants platform.

Overview

Reporting in WebGrants requires submitting information across several components.

All CBOs must complete:

- Core Questions
- Expenses

Depending on the funded program, you may also need to complete:


- Program Questions

You can find PDF previews titled “[CBO Public Health Equity Grant Activity Reporting Questions](#)” and “[CBO Public Health Equity Grant Budget & Expense Reporting Tool](#),” that include the questions you’ll answer in the WebGrants report. You can also find a video that shows step-by-step named “[How to Submit Reporting on Webgrants](#)”. These are located within the [Public Health Equity Grant link](#) on our website.

Important Note: Blue banners in various WebGrants sections provide guidance—be sure to review this information.

Steps (within reporting deadline)

1. Log into WebGrants
2. -If you are *within* the reporting deadline, you will see reports due on your dashboard under Work Assignments.
-Under **Approaching Deadlines**, select the grant for which you are submitting your report (click on grant row)

 Approaching Deadlines - Next 30 Days					
This section displays the documents with due dates arriving in the next 30 days or overdue.					
Due Date ▲	Document ▼	Sub-Type ▼	ID ▼	Status ▼	Title ▼
04/24/2026	Status Report	Quarterly Report	1100-003	Editing	Test Application - #5002-01

3. The Status Report Details section automatically pulls your grant information. Click the green **Edit Status Report** icon on the right to begin.



4. Under **Status Report Details**, you will see the list of **components** required to complete your report.
 - A green checkmark indicates a completed component.
 - An empty row indicates a component that still needs to be completed.

- **Important:** As indicated by the red alert, a report **cannot be submitted** until all required components are completed.

The screenshot shows the 'Status Report Details' page. At the top, there are tabs for 'Status Report Preview', 'Attachments', 'Alert History', and 'Map'. Below the tabs is a red alert box with the text: 'Status Report cannot be Submitted Currently' and a bullet point: 'Status Report components are not complete'. Below the alert is a table with two columns: 'Component' and 'Complete?'. The table has five rows: 'General Information', 'Program Questions - HST', 'Core Questions', and 'Expenses'. The 'General Information' row has a green checkmark in the 'Complete?' column. Yellow arrows point to the 'Component' and 'Complete?' headers.

Component	Complete?
General Information	✓
Program Questions - HST	
Core Questions	
Expenses	

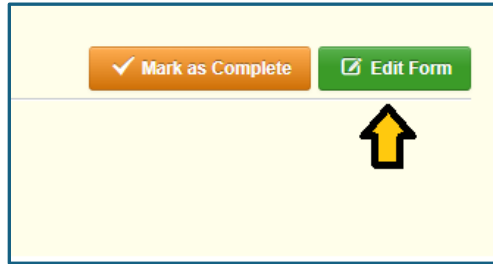
5. Click on the component you will be filling out

This screenshot is similar to the previous one, but the 'Program Questions - Tobacco' row is highlighted in light green. A yellow arrow points to this row. The 'Complete?' column for 'General Information' still has a green checkmark.

Component	Complete?
General Information	✓
Program Questions - Tobacco	
Core Questions	
Expenses	

Program Questions

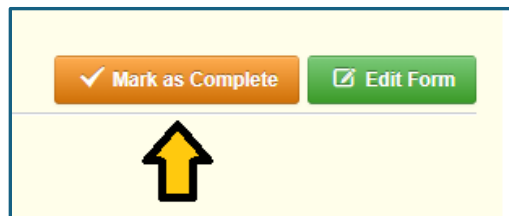
6. To answer Program Questions, click on either of the two **Edit Form** icons.



7. Fill out the requested information, then click either of the two **Save Form** icons to save your progress.



8. Once all information is complete, click **Mark as Complete** to finalize that component.



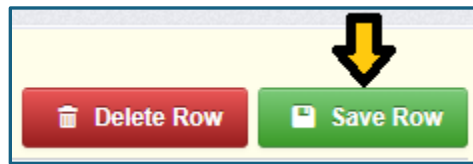
Core Questions

9. The **Core Questions** section automatically populates a table with your objectives, activities, and timeline from your approved workplan. Click the relevant row to enter information for that item.

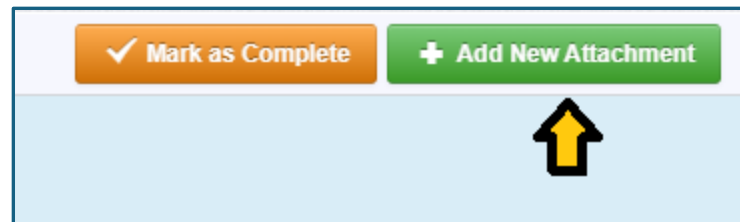
O1	A1	T1	Benton County, Clackamas County, Clatsop County	yes	yes again	Clackamas County	more yes	yessity yes yes	Columbia County			
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Important Note: **Do not** click the green **Add Entry** icon, as this will create a new empty row that is not linked to your approved objectives or activities. If you need to add a new objective or activity, contact your **Community Engagement Coordinator** for guidance on how to edit your existing workplan.

10. Answer Core Questions, then click either of the two **Save Row** icons to save your progress



11. Upload relevant materials like videos, photos, written stories, reports, brochures, etc. by clicking the **Add New Attachment** icon under the Materials section found under the objective table at the bottom of the page.



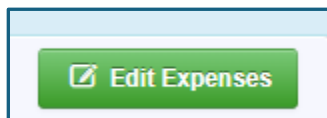
12. Click either of the two **Mark as Complete** icons to finalize that component.



Expenses

13. The **Expenses** section automatically populates with the budgeted line items from your approved budget.

- Click on either of the two **Edit Expenses** icons to fill out quarterly expenses for budgeted line items.



14. Fill in the applicable expenses, then click either of the two **Save Expenses** icons to save your progress.



15. Once all information is complete, click **Mark as Complete** to finalize that component.



16. Once all required components are complete, a green banner will appear indicating that the **Status Report is ready for submission**.

- All components will display a green checkmark.
- Click the **Submit Status Report** icon to complete and submit your report.

Status Report Preview Attachments Alert History Map

Status Report Details Submit Status Report

Status Report is in compliance and is ready for Submission!

Component	Complete?	Last Edited
General Information	✓	Apr 1, 2026 10:29 AM - Neal Armstrong
Core Questions	✓	Apr 6, 2026 1:20 PM - Sun Shine
Expenses	✓	Apr 6, 2026 1:06 PM - Sun Shine

Steps (outside reporting deadline)

1. Log into WebGrants
2. If you are *outside* of the reporting deadline (late submission), you can locate your report by navigating to **Grants**, clicking on the grant under **Current Grants**, clicking **Status Reports**, clicking on the past due report.

Funding Opportunities >

Applications >

Grants >

Reports >

Grant Components

The grant forms appear below.

Your grant award details are saved here, as well as many forms wt

Component

General Information


Status Reports

Grant List Genera **Status** Claims Contra Site V Contra Encumb Corres Projec Missio

Status Reports

All status reports created for this grant appear below.

ID ▲	Type ▼	Status ▼	Title
1100 - 001	Quarterly Report	Withdrawn	test
1100 - 002	Quarterly Report	Withdrawn	DTPi Test Status Report
1100 - 003	Quarterly Report	Editing	Q1 EPH



3. *Follow **steps 3–16 above** to complete and submit your report.